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AM-504-1-1

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## *Obtaining Printed Materials*

### REPSONSIBILITY

### ACTION

Agency

1. Prepare desired layout and printing specifications. If necessary, consult with Reproduction and Printing to obtain technical advice. (If requesting a "Repeat Printing" or "Printing with Changes," submit 1 copy of the material to be printed, with all changes clearly marked.)

2. Review policy on CITY PUBLICATIONS [AM-504-4] to determine if submission of a PUBLICATION APPROVAL REQUEST (28-1258-5089) [AM-504-4-1] is required.

- a.) If submission is not required, prepare a PURCHASE REQUISITION (28-1448-5123) [AM-301-1-1] and submit requisition, plus layout and printing specifications, to assigned analyst in Bureau of the Budget and Management Research (BBMR) for approval and subsequent transmittal to Reproduction and Printing.
- b.) If submission is required, prepare a PUBLICATION APPROVAL REQUEST and submit to agency Publications Coordinator. Upon receipt of the approved request from the City's Publications Committee, prepare a PURCHASE REQUISITION and submit all documents to agency Publications Coordinator for processing in accordance with AM-504-4-1.

Reproduction and Printing

3. Upon receipt of approved documents, arrange for production of material.